

## St Martin's CE Primary



## Missing Child Policy

The safety of our pupils is our priority whilst they are in our care at school. This policy sets out our procedures for dealing with the unlikely event of a child going missing.

### 1. Responsibilities

It is the Headteacher's responsibility to ensure that all relevant staff are aware of this policy, what is expected, the procedures to follow and to ensure that the policy is reviewed on a timely basis. It is the responsibility of all staff to read the policy and act at all times according to its guidance.

Staff are responsible for completing Attendance Registers. They must be completed accurately and promptly according to guidelines. Completed registers must be returned to the school office before 9:15 am and again before 1:15 pm.

If a member of staff takes a pupil, group or class out of school they are responsible for informing parents and staff at the school office.

It is the responsibility of parents to ensure they provide correct and updated contact information on a timely basis and know the procedures for handover of their child at the beginning and end of sessions.

If a parent takes a pupil out of school during the day, they must sign them out at the office. The school office completes the 'Off Site Sign-out'.

It is the responsibility of Governors to ensure they are aware of the school's procedures and to challenge / support the school in its review of this policy.

### 2. Procedures Aimed at Reducing Risk of a Missing Pupil

#### Start of the school day:

The school should ensure parents are fully aware of the points at which responsibility for the care of their child passes from staff to them and vice versa.

There are clear procedures for welcoming pupils into Nursery and School.

- The Nursery and Reception doors open at 8.45

The school doors are closed at 9:00 am. After this time pupils report to the main school office via the main entrance.

- Teachers are in their classroom from 8:45 am.
- MLT and SLT meet and greet on the playground (when possible)

#### During lesson time:

- Staff mark registers promptly and accurately – morning and afternoons and return them to the school office.
- All staff must ensure that the external gates to any outside area are closed when pupils are playing outside.
- If pupils leave the classroom security to work in other parts of the school, the class teacher must ensure that adequate supervision is maintained at all times and all pupils are accounted for on return to the classroom.
- Updated contact information for parents and carers is sought and maintained.

#### During playtime:

- Duty staff should be on the playground before pupils come out.
- External gates remain closed. Staff patrol all areas in the playground throughout the session.

#### During lunchtime:

- As above
- SLT members are available at lunchtime.
- Lunchtime Supervisory staff accompany children from the playground when they are called in for lunch.

#### During hometime:

- Key Stage 1 leave at 3:15pm through the main exit
- Reception pupils leave from the Reception classroom door
- Key Stage 2 leave at 3.25pm through the main exit
- Only Year 6 pupils (with written parental consent) are allowed to walk home on their own
- Teaching staff ensure that a known adult is seen before dismissing the pupils

#### Educational visits:

- Thorough risk assessments and adequate staff / pupil ratios (at least following national guidance and often in excess of this) are provided when pupils leave the school premises.
- Permission from parents is obtained generically at the beginning of each academic year and once again specifically for each trip.
- Mobile telephones taken on every visit and mobile contact numbers left at school.

#### After School Clubs:

- Thorough risk assessment in place.
- A register of pupils should be taken.
- Consent forms should be obtained from parents with contact numbers and details of how the pupils are to go home and who with.

### **3. Procedures In The Event Of A Child Going Missing**

In the event of a member of staff fearing that a child has gone missing while at school:

1. If a teacher suspects that a child is missing from a lesson or activity, they contact the nearest member of SLT and school office immediately. The SLT member and any teaching

assistants will carry out a thorough search of the building, including outside areas, toilets and storage areas.

2. The following lists held in the school office will be checked:

- Attendance Registers
- Off site record
- Music lesson lists
- Lists of those attending other schools (eg Transition activities)

3. A thorough check of all exits will be made, to ensure all gates / doors were locked / bolted and there are no other ways a pupil could have left the school. If something is discovered this needs to be drawn to the attention of the SLT immediately.

4. If the child is still not found after this initial search, the office is to inform the Headteacher or Deputy Headteacher.

5. If the child has not been found after 10 minutes from the initial report of them as missing then parents should be notified. The Headteacher or next most senior member of staff on site will decide at which point the police need to be contacted. When contacting parents / carers, staff will ask them to bring with them a recent photograph of their child.

6. Staff must try to remember and write down a description of what the child was wearing and any distinguishing features.

7. If the missing child has any special medical or learning needs then these need to be noted to be disclosed to police or other agencies.

8. The Class Teacher is spoken to to gain further information

9. A thorough search of the school buildings continues and is carried out by senior members of staff with the help of other members of staff available.

Particular attention is paid to:

- Rarely used rooms
- Toilets
- ICT room
- All classrooms
- School hall
- School grounds
- Focus Provision Area

In the event of a member of staff fearing that a child has gone missing while off school premises:

1. The Group Leader must ensure the safety of remaining pupils. At least two adults must stay with them.

2. One or more adults should immediately start searching for the child.

3. The Visit Leader should contact school to alert them.

4. If the child is not found within 5 minutes, the Group Leader must contact police by telephoning 999.

The Group Leader should alert school that the police have been contacted and school will make arrangements to notify parents, after which the procedures described above will be followed.